

**SEASIDE PLANTATION PROPERTY OWNERS ASSOCIATION, INC.**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**May 14, 2019**

**Opening of Meeting:** The regular meeting for the month of May 2019 of the Board of Directors (BOD) of Seaside Plantation Property Owners Association, Inc. was called to order by President Lynn Russo. Board members present were: Bill Rodgers, Rob Frederick, Randy Poole, and Steve Frost. Jamie Bryan, and Amy Baker, representing Benchmark CAMS, were present as was Ellen Winkler, Recording Secretary.

**Approval of Minutes:** Motion was made by Steve Frost, seconded by Bill Rodgers, and unanimously approved to accept the April 2019 minutes as written.

**Approval of Email Motions between Meetings:** No email motions were made between meetings.

**Financial Report:** Steve Frost, Treasurer, and CAMS representatives, Amy Baker and Jamie Bryan reviewed the financial statements for the month ended April 2019. Preliminary Financial Report for month ending April 30<sup>th</sup> reflects total revenue \$177 better than budget, with total operating expenses \$8,500 less than budget, essentially all attributable to timing differences; little expected to be permanent savings. No reserve expenses in April. Balance sheet appears to be in order.

**Approval of financial report:** Rob made a motion and Bill seconded to accept the financial report as given. BOD members unanimously approved.

**Collections of Annual Assessments through current date were reviewed by the Board.** There are currently two (2) unpaid annual assessments. CAMS will forward lien letters via certified mail to the property owners after BOD members review and approve the draft letter.

**Committee Reports:**

**Security:** Rob provided the security report. Pool access is working as designed and no problems have been identified.

1. Project Tracking Worksheet for the new security system was created to keep on target and on schedule of activities and milestones. All hardware has been received and is fully functional. Database for homeowners is completed and validated. Project currently on track.
2. Device Distribution:
  - 147 residents (92%) were spoken to directly by the security team and had names and telephone information verified and updated in database.
  - 120 residents (75%) stopped by to pick up devices and validate information during four (4) distribution days at the Amenity Center.
  - 27 residents were delivered devices to their homes on other dates that were convenient for them.
  - 13 residents (8%) who have not picked up their device envelope were left a message on their telephones and were sent their devices via certified mail. Proof of delivery requested on May 10<sup>th</sup> at a cost of \$4.15 each or \$53.95 total.
  - Due to security team efforts with personal device delivery, the committee validated property owner information and also saved \$610 in mailing costs.
  - BOD unanimously agreed that no more than eight (8) devices per property owner would be permitted.

3. Entrance Gate Implementation Plan: Property owners will receive e-mail blasts thru the Seaside private email system on May 15<sup>th</sup>, June 1<sup>st</sup>, and June 7<sup>th</sup> reminding them of the June 10<sup>th</sup> conversion date.
4. Rob proposed to keep back gate access to the pool locked at all times. BOD agreed. The remaining two pool access gates meet egress requirements so the one back gate can remain locked.
5. New Community Access Policy has also been updated and posted on the Seaside Plantation website. Real Estate home sale language was modified to reflect changes approved at the last board meeting. The management company will delete all previous owner devices as well as the four (4) digit entry call code within 30 days of closing. The buyer will be required to register with the management company to receive two (2) RFID tags, two (2) gate access cards and a new four (4) digit entry call code at no charge.

#### **Communication:**

1. **Website Updates.** Three (3) updates were made to the website since April 9, 2019.
2. **EMSP (Community Email System, GetResponse):** Ten community emails have been sent through the private email system since April 9, 2019.
3. **Seaside Resident Listings Master Spreadsheet:** Three (3) updates have been completed.
4. **Newsletter:** Summer 2019 (Quarter 3) newsletter due dates were already determined: All articles due to Editor no later than July 8th; publication date to neighborhood is July 15th.
5. **Filing of Documents as Required by SC:** The Seaside Plantation attorney on retainer will file revised Seaside documents as required.
6. **Hours for community shredding** revised. Property owners may bring personal shredding items between 4p.m. – 6p.m. on May 23, 2019.
7. **Seaside Directory:** BOD requested that an updated directory be completed and distributed; this will hopefully be completed by September 1<sup>st</sup>. CAMS will place a full-page ad.

**Architectural Review Board (ARB):** Randy Pool provided the written ARB report and open ARB actions. There are six (6) open ARB cases. The committee has received seven (7) new ARB applications. The BOD reviewed ARB security deposits for five (5) residences as well as 10 property audit violations.

- CAMS will draft a collection policy for BOD review, including where to reflect deposits on the financial ledger.
- Language to be revised in the property audit process to reflect two (2) formal audits per year as well as ad hoc audits as needed.

**Amenity Center:** Steve Frost provided a report on the Amenity Center. The fiberglass flagpole will be installed May 15, 2019. The building has been pressure washed. The windows will be washed and the carpet cleaned once the BOD completes document sorting and shredding. The DHEC Annual Operating Permit Fee Receipt for the pool and spa has been posted on the Bulletin Board.

**Public Works:** Randy provided a written report to update the BOD on Public Works activities.

1. **Sealcoating:** No new updates. Project is still targeted for fall 2019. The contractor confirmed in an e-mail to Randy dated May 1, 2019 that the company would honor the warranty extension because of their inability to schedule repair/re-sealcoating in a timely manner.

2. **Curb Repair/Replacement Master Plan:** Randy met with a company on May 9, 2019 to discuss a community-wide assessment and color-coded map of the existing curb conditions for master planning and budgeting purposes. Jerry Russo will assume responsibility for this project.
3. **Storm Water Piping Repair Master Plan:** No new updates. Project still targeted for summer/fall 2019.
4. **Lake Maintenance:** No new updates. Plan is to add additional rip-rap and rip-rap stone to the lake bank along Sea Island Way in the fall of 2019. CAMS to research their records for existing agreement with Ocean Keyes-related responsibilities for the shared large lake. BOD to respond to property owner on Seafarer Way regarding wetlands erosion.
5. **Electricity Usage Audit:** Paul and Randy met with Santee Cooper on April 26<sup>th</sup> to discuss options to reduce energy usage and utility charges. Significant savings will be realized by implementing the recommendations of Santee Cooper and the Public Works Committee.
6. **Color Coded Map of Community:** Randy is developing a color-coded map of the Seaside Plantation community, which will be helpful in emergencies. A formal disaster plan will be drafted once the map is complete.

**Social:** Bill Rodgers provided the Board with a report on the Social Committee. The Veterans Tribute plans are finalized for the May 17, 2019 event. There is another Casual Social planned for June 12<sup>th</sup>. There will be a Fourth of July celebration on July 3<sup>rd</sup> with Seaside neighbors Donnie and Terrie Sangid providing the DJ music. The Committee has contracted with *21 Main* for the annual Christmas party on December 5<sup>th</sup>, 2019. The Annual Christmas Ladies Luncheon will be held on Thursday, December 12<sup>th</sup> at the Amenity Center.

**Landscape:** Rob's report included the following:

1. **Amenity Center / Entrance Enhancements:**
  - Power washing completed.
  - Patriotic decorations will be put on display May 16<sup>th</sup> and remain through July 4<sup>th</sup>.
  - Swan fountain refurbishment completed.
2. **Landscaping Maintenance**
  - Spring maintenance including, but not limited to, street cleaning, irrigation repairs, and tree pruning and plantings are underway.
  - Irrigation system is on and fully operational.
  - Still awaiting a tree arborist to assess viability of a tree on Sea Island Way.
  - Peninsula Update: Contractor completed repairs to correct washout areas still under warranty. An additional cost of \$300 was incurred for three (3) French drains. BOD approved this additional cost.

**Continuing Discussion Items:**

1. **Seaside insurance policies review:** Reassessment of insurance needs completed. Awaiting proposals from three (3) firms.

**New Business:** BOD determined that no formal communication will be sent to the City of North Myrtle Beach regarding the lack of handicapped access at the 8<sup>th</sup> Avenue public beach access. The BOD asked CAMS to obtain additional information from the city as to future plans. An additional item will be added to the standing monthly meeting agenda to include a management report from CAMS.

**Confirmation of the Next Meeting:**

The next regular meeting is scheduled for Tuesday, June 11<sup>th</sup>, 2019, at 9:15 a.m. at the Amenity Center.

**Adjournment:** With no further business, the meeting was adjourned.

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**Lynnie Russo, President**

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**Ellen Winkler, Recording Secretary**